

**Alaska Court System
Class Specification**

COURT OPERATIONS ANALYST

Range: 16

EEO4: 01

SOC: 13-1111

Class Code: C0219

Definition:

Under general direction, a Court Operations Analyst serves as assistant to an Area Court Administrator and performs analyses of trial court policies, processes, and procedures; performs short- and long-range planning and research activities; makes recommendations; and prepares written reports. The work results in the development of new or substantially revised policies, processes, and procedures, which affect the operation of trial courts throughout a specific judicial district.

Distinguishing Characteristics:

A Court Operations Analyst may function independently or as a project team coordinator. Assignments are received in the form of project objectives developed by the supervisor, with the employee responsible for conducting the research, writing or revising project objectives, and completing the rest of the work on the project; or, assignments are received in the form of an outline of the problems, issues, or needs of the court with the employee completing the rest of the work on the project. Incumbents make recommendations to improve trial court policies, processes, and procedures; and develop new policies, processes, or procedures where guidelines are not available, are unclear, need to be substantially altered, or need to be created.

Complexity of Tasks: A Court Operations Analyst requires a detailed knowledge of all court functions. The work involves complicated research and analysis of facts, which require close attention to detail. Incumbents develop solutions to improve court efficiency or resolve district-wide procedural problems.

Independent Judgment: A Court Operations Analyst exercises a high degree of independent judgment in taking necessary action to expeditiously resolve operational problems. The employee is expected to seek out, clarify, and facilitate ideas of judicial and non-judicial personnel in order to develop recommendations.

Supervision Received: A Court Operations Analyst receives general direction from an Area Court Administrator. Supervision is specific in terms of goals and objectives. Work performance is reviewed for the quality of recommendations, clear writing style, and effective communication with others.

Supervision Exercised: Supervision is not typically exercised.

Examples of Duties:

Study, analyze, and write reports with recommendations on any aspect of trial court policies, processes, and procedures.

Obtain information by conducting interviews and research; gather and analyze data; write reports with recommendations; discuss reports with supervisor and make modifications as required; and prepare final reports.

Assist with the implementation of recommendations and develop instruments or systems to track the implementation of the recommendations in order to evaluate the effectiveness of the changes made.

Analyze the operations and management of trial courts to improve the delivery of services.

Document existing practices and procedures in program areas such as case-flow management, budgeting, personnel administration, court organization, staffing patterns, and impact of state funding.

Analyze data and prepare preliminary recommendations for discussion with supervisor.

Prepare final recommendations and assist supervisor in the implementation of recommendations.

Maintain effective working relationships with judicial and non-judicial personnel.

Determine the need for technical assistance or information. Collect, analyze, and convey information to the Area Court Administrator.

Review innovations and state-of-the-art practices in other state courts and convey information to the Area Court Administrator.

Participate as a member of committees and internal study groups to develop recommendations or action plans.

Develop, review, analyze, and maintain management information, including the creation of reports from the court case processing system.

Provide general administrative support to an Area Court Administrator including the following: review fiscal information to identify costs in excess of budgets; develop recommendations for equipment and furniture replacement plan for a judicial district.

Prepare proposals and reports to an Area Court Administrator regarding contractual agreements for building maintenance, janitorial, and security services and office equipment.

Knowledge, Skills, and Abilities:

A Court Operations Analyst requires knowledge of:

- Court case flow, calendar, clerical workflow, and management practices;
- Court rules, administrative bulletins, and statutes related to court operations;
- Understanding of principles, practices, and procedures of office and court management;
- Establishment and maintenance of records systems, supply and office services procedures;
- Procedures governing fiscal control, personnel management, supply distribution and control;
- Efficient reporting and administrative control procedures.

A Court Operations Analyst requires skill in:

- Problem identification, definition, and resolution;
- Verbal and written communication;
- Deal with situations requiring tact, flexibility, and good judgment;
- Effectively supervising and training others;
- Use of word processing, spreadsheet, and data analysis software.

A Court Operations Analyst requires the ability to:

- Gather and analyze data, reason logically, and draw valid conclusions;
- Function with a high degree of independence under general supervision;
- Devise work systems and procedures;
- Analyze policy or procedural problems and recommend and implement solutions;
- Deal effectively and tactfully with court personnel, court users, and the public.

Minimum Qualifications:

A bachelor's degree from an accredited college AND one year of legal clerical or paralegal work experience with the Alaska Court System. The required work experience is met by service such as a Deputy Clerk II, Deputy Clerk III, Legal Technician, Court Supervisor, Clerk of Court, Chief Deputy Clerk of Court, Administrative Assistant, Judicial Assistant, or similar position in the Alaska judicial branch.

OR

A bachelor's degree from an accredited college AND one year of legal clerical or paralegal work experience with a justice agency or law firm.

OR

A Paralegal Certificate from a program certified by the American Bar Association AND two years of professional paralegal work experience.

OR

A high school diploma or General Educational Development (GED) Certificate AND four years of legal clerical or paralegal work experience with the Alaska Court System, a justice agency, or law firm.

NOTE: Positions in this job class are in the partially exempt service; incumbents serve “at-will” to the appointing authority.

12/98 - Original

03/07 – Revised

12/07 – Revised, WPA

02/14 – Revised